

Standard Request for Qualifications

Construction Engineering Management Services

for

Project No. SP-0026(4)0 Riverdale Road; I-15 to Washington Boulevard
Project No. S-I15-7(253)329 I-15; Farmington to Gordon Ave.
Project No. F-0108(24)4 Syracuse Road; 1000 West to 2000 West, Syracuse

October 15, 2007

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
SP-0026(4)0 Riverdale Road; I-15 to Washington Boulevard
S-I15-7(253)329 I-15; Farmington to Gordon Ave.
F-0108(24)4 Syracuse Road; 1000 West to 2000 West, Syracuse

SUMMARY SHEET

1. Projects:

Project Number:	SP-0026(4)0
Location:	Riverdale Road; I-15 to Washington Boulevard
ePM PIN No:	2495
Project Number:	S-I15-7(253)329
Location:	I-15; Farmington to Gordon Ave.
ePM PIN No:	5751
Project Number:	F-0108(24)4
Location:	Syracuse Road; 1000 West to 2000 West, Syracuse
ePM PIN No:	4896

2. Requested Services: Construction Engineering Management

UDOT will select one consultant team for all 3 projects, but may split the projects into three separate contracts.

3. Source(s) of Funding:	SP-0026(4)0	State
	S-I15-7(253)329	State
	F-0108(24)4	Federal

4. UDOT Project Administrator:

Travis Christensen
CMGC/RFQ Contract Administrator
Utah Department of Transportation
Consultant Services
Box 148490
4501 South 2700 West
Salt Lake City, Utah 84119-5998
Telephone 801-965-4419
TRAVISCHRISTENSEN@Utah.gov

5. UDOT Project Management

<u>SP-0026(4)0</u>	<u>S-I15-7(253)329</u>	<u>F-0108(24)4</u>
Randy Jefferies	Charles Mace	David Adamson
Project Manager	Project Manager	Project Manager
UDOT Region 1	UDOT Region 1	UDOT Region 1
166 W Southwell St.	166 W Southwell St.	166 W Southwell St.

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Ogden, Utah 84404
Tel: 801-612-4043
riefferies@utah.gov

Ogden, Utah 84404
Tel: 801-620-1685
cmace@utah.gov

Ogden, Utah 84404
Tel: 801-620-1688
deadamson@utah.gov

6. Advertisement Dates: Saturdays, October 13 and October 20, 2007
7. Statement of Qualifications (SOQ) Due Date: **Monday, November 5, 2007.**

Deliver Eleven (11) hard-copies and One (1) electronic PDF file on a CD of the SOQ to the Utah Department of Transportation, Office of Consultant Services, 4th Floor NE Corner, 4501 South 2700 West, Salt Lake City, Utah 84119-5998 no later than 11:00 a.m. on **Monday, November 5, 2007.**

SOQ's will not be accepted after the 11:00 a.m. deadline.

8. Type of Statement Required: In accordance with *Utah Department of Transportation Guidelines for Preparing Standard Statement of Qualifications.*

The SOQ has a maximum page-limit of 14 pages.

9. UDOT Selection Team Meeting: **Friday, November 9, 2007.**
10. Oral Interviews Date: Selection may be from SOQ scores; however, should the Selection Team determine it is necessary, the interviews will be held on **Monday, November 19, 2007**
11. Pre-negotiation Meeting Date: TBD
12. Negotiation Meeting Date: TBD
13. Notice to Proceed Date: TBD
14. Project Completion Date: See Appendix C

Consultant Selection Schedule

Date	Day	Action
10/13/2007	Saturday	Advertisement of RFQ in newspapers
10/15/2007	Monday	Posting of RFQ on UDOT Consultant Services Project Advertisement website
10/20/2007	Saturday	2 nd Advertisement of RFQ in newspapers
11/5/2007	Monday	Statements of Qualifications are due at 11:00 a.m.
11/9/2007	Friday	UDOT Selection Team Meeting
11/19/2007	Monday	UDOT Consultant Selection Interviews
11/19/2007	Monday	Consultant Selection

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Appendix B: *Proposed Key Personnel to Be Used on UDOT Project Form*

The Form and an example of the completed form along with further descriptions of the column headings are available on the UDOT Website udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=287.....

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ADVERTISEMENT

NOTICE OF CONSULTANT SERVICES

The Utah Department of Transportation (UDOT) is seeking the services of a qualified Consultant for Construction Engineering Management Services for Project No. SP-0026(4)0 Riverdale Road; I-15 to Washington Boulevard, Project No. S-I15-7(253)329 I-15; Farmington to Gordon Ave., and Project No. F-0108(24)4 Syracuse Road; 1000 West to 2000 West, Syracuse in Davis and Weber Counties.

If you are interested in submitting a Statement of Qualifications, information on the Request for Qualifications and Guidelines for Preparing a Statement of Qualifications will be available Monday, October 15, 2007 and may be obtained from the Utah Department of Transportation Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Project Advertisements" or udot.utah.gov/index.php?m=c&tid=614. **The deadline for submitting the Statement is 11:00 a.m. on Monday, November 5, 2007.** The right is reserved by the Department to reject any and all Statements of Qualifications.

The Utah Department of Transportation encourages prime consultants to use DBE/WBE's as sub-consultants where practicable.

October 13, 2007

Utah Department of Transportation
John R. Njord
Executive Director

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Introduction - See **Appendix C** which includes:

- Scope of Work (Objectives and Tasks)
- QC/QA Plan Requirements
- Department Furnished Items

Project Dates:

Consultants are required to meet the dates set for the oral interviews and negotiation meeting. Consultants are also advised to meet the information submittal dates outlined in the summary sheet. Failure to meet these dates will be considered non-responsive.

Required Key Personnel Qualifications:

The Consultant shall be responsible to ensure that all personnel proposed under this Request for Qualifications (RFQ) be qualified through training, experience, and appropriate certification for the tasks assigned and shall have a working knowledge of Department standard practices.

The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on UDOT Project* (attached as **Appendix B** to this RFQ). The Appendix B should state the certification and education levels of the individuals proposed for use on this contract including sub-consultants' personnel. **The completed form must be included in statements but will not count as one of the allowed pages.**

Required Availability of Key Personnel:

When Consultants list personnel on Appendix B *Proposed Key Personnel to Be Used on UDOT Project* Form, the Consultant is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.

Required Percentage of Work for Prime Consultant:

The Consultant must perform work valued at not less than **40%** of the total work, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a consultant performing the particular type of service contained in this RFQ.

Required Completion and Acceptance Criteria:

Progress payments will be made with a five-percent retainage of the invoiced amount for work in progress. Final payment, including any retainage, shall be made after all of the work has been completed and the final estimate, project records, and documentation have been received and accepted by the Utah Department of Transportation as accurate and complete. Penalties may be assessed for failure to perform in a satisfactory manner.

Applicable Federal and State Regulations:

The Consultant shall conform to all applicable state and federal regulations.

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Debarment Certification:

Federal regulations require certification by prospective participants (including contractors, subcontractors, and principals) as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions.

Authorization to Begin Work:

Notice to proceed will be given by Consultant Services as soon as the contract is approved and signed by all parties and returned to Consultant Services.

Required Statement Contents:

The Statement from the Consultant should contain the information identified in the attached *Utah Department of Transportation Guidelines for Preparing Standard Statement of Qualifications*.

Statement Evaluation Procedures:

The Statement shall be evaluated by a Department Selection Team in accordance with the criteria described in the *Utah Department of Transportation Guidelines for Preparing Standard Statement of Qualifications*.

Conditions of Proposal:

All costs related to the preparation of the Statement and any related activities such as interviews are the sole responsibility of the Consultant. The Department assumes no liability for any costs incurred by Consultants throughout the entire selection process.

Disposition of Statements:

Statements become the property of the Utah Department of Transportation, are treated as privileged documents, and are disposed of according to Department policies, including the right to reject all statements. The statement of the successful Consultant shall be open to public inspection for a period of one year after award of the contract. Statements of Consultants who are not awarded contracts shall not be open to public inspection and will be destroyed once the contract is executed with another consultant.

If the Consultant selected for award has required in writing the nondisclosure of trade secrets and other proprietary data so identified, the Consultant Services Manager shall examine the request in the statement to determine its validity prior to award of the contract. If the parties do not agree as to the disclosure of data in the contract, the Consultant Services Manager shall inform the Consultant in writing what portion of the statement will be disclosed and that, unless the Consultant withdraws the statement, it will be disclosed. If the Consultant withdraws their Statement, the Consultant will not be awarded the contract.

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Ownership of Documents: All tracings, plans, manuscripts, specifications, data, maps, etc. prepared or obtained by the Consultant as a result of working on this contract, shall be delivered to and become the property of the Department.

Financial Screening:

The Department requires Consultants be Financially Screened prior to performing work for UDOT. **If a Consultant is selected and has not been financially screened and approved within two weeks after selection, the Consultant will be disqualified unless the delay is due to problems or delays by UDOT.**

The time it takes a Consultant to complete the Financial Screening process varies and therefore the Department encourages Consultants to submit their *Financial Screening Application* at the same time as their Statement of Qualifications or before.

Consultants may obtain the *Financial Screening Application* from the UDOT Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms" or udot.utah.gov/index.php?m=c&tid=287. For questions, contact the Consultant Services Accountant at 801-965-4138. A Consultant's Financial Screening status is effective for the period of one year from the time the Consultant is approved.

Preaward Audit:

In the event that a proposing consultant has failed to pay UDOT monies due to the Department for over payment on past projects, UDOT has the right to reject and/or disqualify the firm's statement of qualifications. Disqualification will be based on the audit findings, determinations, and recommendations made by the Department's authorized agent.

Insurance Certificates:

The Consultant is required to provide the Department with Certificates of Insurance referencing the project naming the Utah Department of Transportation and the State of Utah as additional insureds.

Subscription to the UDOT Consultant Services Update Service:

The Department recommends Consultants interested in proposing a Statement of Qualifications subscribe to the UDOT Consultant Services Update Service on the UDOT Web site udot.utah.gov under "Doing Business > E-Mailing Lists" or udot.utah.gov/index.php?m=c&tid=548&type=1&item=2048&d=full.

If there are any changes affecting the Request for Qualifications, notice will be sent out via an email through the update service.

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Consultant and/or Corporate Logos or Branding

Consultant and/or corporate logos or branding identification may no longer be displayed in **public** documents or products produced for UDOT beginning July 1, 2005. It is UDOT's intent that consultants should place identifying information, in text format, in appropriate places in documents. This requirement does not apply to Statements of Qualifications. For specific questions or further guidance, please contact Gaye Hettrick, Consultant Services Manager, 801-965-4639 or ghettrick@utah.gov.

Consultants and/or corporations are specifically restricted from placing logos or branding on the following items:

- Plan Sheets or Title Blocks;
- Environmental Documents;
- Standard UDOT Forms;
- Project Websites;
- Cover Pages;
- Headers/Footers; and,
- Information and Display Boards for Public Meetings.

Partnering Requirement

UDOT requires all construction projects to include partnering. The Partnering Requirement entails but is not limited to:

- * Attending Partnering Training Sessions 1 & 2;
- * Leading partnering effort on the project and overseeing contractor participation;
- * Participating in required project updates (evaluations) of the partnering website; and,
- * Monitoring & measuring partnering effort on the project.

In order to maintain a qualified status, UDOT is requiring attendance at the Partnering training.

Consultants are required to have signed up Construction Technician Level IV equivalents and Project Managers for attendance at UDOT Partnering Training Sessions 1 & 2 by October 29, 2007 and have their personnel successfully complete attendance by December 4, 2007.

Current Schedule for Partnering Training:

Session 1 - November 8, 2007

Session 2 - November 7, 2007 & December 4, 2007 (Prerequisite: Session 1)

Sign up online at the direct UDOT website

<http://www.udot.utah.gov/main/f?p=100:pg:8571657150173248594:::1:T,V:1337> or from the

UDOT website <http://www.udot.utah.gov> by following the links for "Inside UDOT > Project Development > Construction > Contract Management > Partnering > Partnering Training".

UDOT requires all construction projects include partnering.

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The UDOT Engineering Services contract boilerplate will be revised to specifically state for construction engineering management contracts that consultants are required to comply with the partnering requirement but as this is a current requirement, consultants should already be meeting the requirement.

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Appendix A

Guidelines for Preparing a Standard Statement of Qualifications

INTRODUCTION

These guidelines were developed to standardize the preparation of a Standard Statement of Qualifications (SOQ) by Consultants for engineering services on a project. Submitting an SOQ is the beginning of the selection process and is used as the basis for selecting or for short-listing Consultants. If the Department determines interviews are necessary prior to selection, a minimum of two and a maximum of five Consultants will be short-listed and invited to an interview by the Department.

The purpose for these guidelines is to assure consistency in format and content in the SOQ prepared by Consultants and submitted to the Department. Preparing an SOQ instead of a detailed proposal reduces the time requirements for the Consultants and simplifies the review process for Department personnel.

SOQ SECTIONS

The Statement of Qualifications should contain the following sections in the order listed.

1. Introductory Letter
2. Project Team
3. Capability of the Consultant
4. Approach to the Project
5. Appendix B

SOQ EVALUATION CRITERIA

The SOQ evaluation criteria are listed below in red.

1. Introductory Letter - The introductory letter should be addressed to:

Travis Christensen
CMGC/RFQ Contract Administrator
UDOT Consultant Services
4501 South 2700 West
Salt Lake City, UT 84119-5998

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In **one page**, express your interest in the project, state qualifications to do the work, and recount any summary information on the project team or yourself that may be useful or informative to the Department.

Include the **mailing and e-mail addresses and phone number** of the primary contact person for this consultant selection process in the introductory letter.

No evaluation points are assigned to this section and the introductory letter will not count as one of the allowed pages.

2. **Project Team** - The Selection Team will consider how well the qualifications and experience of the members of the project team relate to the projects. The following information should be provided.
 - Project team flow charts including sub-consultants (see sample *Project Organization Chart* available on the UDOT Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms" or udot.utah.gov/index.php?m=c&tid=287 under *Project Organization Chart and Related Experience Charts*.)
 - Describe the qualifications, experience, and availability of key personnel on your proposed project team. Describe the specific duties and responsibilities of each team member on past similar projects in a similar role. Identify the project team for each of the three projects included in the scope of this RFQ. (NOTE: Do not include percentages of availability as this may be misinterpreted.)
 - Provide a spreadsheet list of projects you have **completed** during the last five years. The heading of the spreadsheet should include the following (see sample *Related Experience* spreadsheet form available on the UDOT Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms" or udot.utah.gov/index.php?m=c&tid=287 under *Project Organization Chart and Related Experience Charts*. Note: Columns may be combined in order to meet the font size and margin requirements.)
 - Name of Project Manager
 - Year
 - Type of Project
 - Project Name
 - Project Location
 - Project Description
 - Construction Estimate Cost - \$Million
 - Services Performed
 - Client
 - Reference Contact and Telephone Number

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A maximum of 40 points is available for this section.

3. Capability of the Consultant - The Selection Team will evaluate the Consultant's capability to perform the work.
- Describe your firm's capability to perform the work, given the specific challenges of each project.
 - Describe any unique qualifications your firm has to perform this type of work.
 - Describe your firm's internal quality and cost control procedures.

A maximum of 30 points is available for this section.

4. Approach to the Project - The Selection Team will evaluate how well you have planned a basic course of action, what alternatives and/or preliminary approaches are proposed, and what provisions are identified for dealing with potential impacts, impediments, or conflicts. Explain the following:
- Describe the course of action proposed to meet the schedule, budget, and quality requirements of each project. Be realistic, clear, and concise.
 - Describe any proposed innovative practices (beyond the minimum requirements of the RFQ) to improve the likelihood of success on these projects..
 - Identify the key potential risks of each project, and the proposed measures to mitigate those risks.

A maximum of 30 points is available for this section.

5. Appendix B - The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on UDOT Project* (attached as **Appendix B** to this RFQ). The Appendix B should state the certification and education levels of the individuals proposed for use on this contract including sub-consultants' personnel. **The completed form must be included in SOQ but will not count as one of the allowed pages.**

When Consultants list personnel on Appendix B *Proposed Key Personnel to Be Used on UDOT Project* Form, the Consultant is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.

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SOQ FORMAT REQUIREMENTS

It is very important that submittals be clear, concise, and in the recommended format so they may be evaluated in an objective manner by the Department's Selection Team.

1. **Eleven (11) SOQ Hard Copies** – (Number sequentially from one to eleven on the upper right hand corner of the cover.)
2. **One (1) Electronic PDF File of SOQ on a CD** – (Labeled with the Consultant Name, Project Number, Project Location, PIN Number, and Submittal Due Date.)
3. **Color is allowed**
4. **8½" x 11" or 11" x 17" Page Sizes** – (Refer to No. 12 of SOQ Format Requirements for further details.)
5. **One (1") Margins** – (Exceptions: Consultant Name/Logo and Page Headers/Footers may be within margin)
6. **10 Pt Font and 12 Pt Line Spacing, Minimums** – (The minimum font size is 10 point font or greater everywhere in SOQ including graphics, unless the graphics are a duplication from another source and the source is referenced. The minimum line spacing is 12 point.)
7. **Related Experience Chart and Project Organization Chart are required** – (The sample charts, *Project Organization Chart* and *Related Experience Charts* are available on the UDOT Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms" or udot.utah.gov/index.php?m=c&tid=287.)
8. **Bind SOQ on 11" Left Side**
9. **Tab the SOQ Sections for easy reference of Selection Team members** – (Sections are the Introductory Letter, each of the evaluation criteria, and Appendix B. If you limit information on tabs to Section Identification, Project Number, Project Location/Description, Consultant Name/Logo, and/or un-enhanced photographs, then the tab pages will not count towards the page maximum.)
10. **Front and Back Cover Pages are allowed** – (Front and back cover pages are allowed, but only the front side of the front cover may contain information. Cover pages will not count towards the page maximum.)
11. **Appendix B is required** – (Appendix B will not count towards the page maximum.)

A maximum total of 100 points is available for the Standard Statement of Qualifications. **A one-point penalty will be assessed by Consultant Services for each applicable violation of the above (#1 through #11) format requirements for a maximum 11-point penalty per SOQ.**

12. **Fourteen (14)-Page Maximum** – (The Statement of Qualifications has a maximum page limit of **Fourteen** pages.)

A page is defined as a single-sided 8.5" x 11" or 11" x 17" sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics. **There is a limit of up to six 11" x 17" sheets.**

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The Introductory Letter, Tab Pages, Appendix B, and Cover Pages will not count towards the page maximum.

Any SOQ that exceeds the 14-page maximum will receive a three-point penalty per page over the limit.

UDOT SELECTION TEAM

The Selection Team members will receive copies of each SOQ submitted. They will review and score the SOQ's individually based on the evaluation criteria and submit their scores and comments to the Project Administrator. The Administrator will tally and compile the scores and comments. The Selection Team will then meet to discuss the scores and comments and determine whether interviews are necessary or whether the selection may be made based on the scores from the SOQ's.

If the Selection Team determines interviews are necessary, the members will develop the format of the interviews in the Selection Team Meeting by completing the *Interview Format Worksheet*.

SELECTION INTERVIEWS

If the Department Selection Team determines interviews are necessary, the following project-specific topics may be some of the issues discussed.

- Understanding of the Work
- Approach to the Project
- Schedule Control
- Management of Project

“SELECTING BY CONSENT” PROCESS

The final selection process will be performed using the “Selecting by Consent” (SBC) process developed by the Consultant Selection Interview Process Quality Improvement Team officially implemented August 12, 2004.

The SBC process is a scoring process that aids the Selection Team in developing the final ranking of consultants through a collaborative process. In this process each segment and question of the interview is weighted in advance during the Selection Team Meeting. After the interviews are conducted, the Selection Team scores each segment and question by consent. Consent is defined as the willingness of all Selection Team members to accept a

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decision reached by a collaborative process. The final selection ranking of consultants is based on the final scores developed by the Selection Team using the *Interview Scores* spreadsheet.

For more information regarding this process and copies of the *Interview Format Worksheet* and *Interview Scores* forms, see the UDOT Web site udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=287.

SUMMARY

The Standard Statement of Qualifications (SOQ) should be clear, concise, and it should provide the Department's Selection Team Members with an understanding of the Consultant's and Sub-consultants' ability to undertake and complete the proposed project in a thorough and timely manner.

Appendix B

Proposed Key Personnel to Be Used on UDOT Project No. SP-0026(4)0 Riverdale Road; I-15 to Washington Boulevard

Name	Firm Name	Title (Within firm and/or proposed on project)	Certification Category/Level	Utah License/ Certification No.	Other State License/ Certification No.	Education Level

Include all key personnel who are proposed to work on UDOT project including sub-consultants. Add additional pages if needed.

The Form and an example of the completed form along with further descriptions of the column headings are available on the UDOT Website udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms" or udot.utah.gov/index.php?m=c&tid=287.

**Proposed Key Personnel to Be Used on
UDOT Project No. S-I15-7(253)329 I-15; Farmington to Gordon Ave.**

Name*	Firm Name	Title (Within firm and/or proposed on project)	Certification Category/Level	Utah License/ Certification No.	Other State License/ Certification No.	Education Level

Include all key personnel who are proposed to work on UDOT project including sub-consultants. Add additional pages if needed.

The Form and an example of the completed form along with further descriptions of the column headings are available on the UDOT Website udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms" or udot.utah.gov/index.php?m=c&tid=287.

**Proposed Key Personnel to Be Used on
UDOT Project No. F-0108(24)4 Syracuse Road; 1000 West to 2000 West, Syracuse**

Name*	Firm Name	Title (Within firm and/or proposed on project)	Certification Category/Level	Utah License/ Certification No.	Other State License/ Certification No.	Education Level

Include all key personnel who are proposed to work on UDOT project including sub-consultants. Add additional pages if needed.

The Form and an example of the completed form along with further descriptions of the column headings are available on the UDOT Website udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms" or udot.utah.gov/index.php?m=c&tid=287.

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Appendix C

A. SCOPE OF WORK

- Contract I: PROJECT NO. SP-0026(4)0**
Riverdale Road; I-15 to Washington Boulevard
(State-funded)
- Contract II: PROJECT NO. S-I15-7(253)329**
I-15; Farmington to Gordon Ave.
(State-funded)
- Contract III: PROJECT NO. F-0108(24)4**
Syracuse Road; 1000 West to 2000 West, Syracuse
(Federally-funded)

EXECUTIVE SUMMARY AND SCOPE OVERVIEW

This RFQ has been prepared to enable the selection of a firm to provide construction engineering (CE) services for three projects, via three separate contracts.

The first contract is to provide CE services for UDOT Project No. SP-0026(4)0, Riverdale Road; I-15 to Washington Boulevard. This project is a major widening of an urban arterial over a distance of roughly 3½ miles. The project includes pavement reconstruction, bridge replacements (including ABC methods), drainage improvements, utility replacements and relocations, signalized intersections, highway lighting, ATMS elements, signage, pavement markings, and other associated items of work. Construction of this project is expected to begin in Fall 2007 and complete in Fall 2009. This contract will be executed immediately upon award.

The second contract is to provide CE services for UDOT Project No. S-I15-7(253)329, I -15; Farmington to Gordon Ave.. This project is an interstate widening project spanning roughly 10 miles involving pavement reconstruction and rehabilitation, bridge widening, drainage improvements, noise wall installation, ATMS elements, signage, pavement markings, and other associated items of work. This contract will also be executed upon award, anticipating that construction will begin in January 2008. This contract will terminate in December 2008 at project completion. This project is a P+T project.

The third contract is to provide CE services for UDOT Project No. F-0108(24)4, Syracuse Road; 1000 West to 2000 West, Syracuse. This project is also a major widening of an

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arterial involving approximately one mile of pavement reconstruction, drainage improvements, utility relocations, ATMS elements, signage, pavement markings, and other elements. The design phase of this project is underway, with the construction phase to begin in early Spring 2009 and terminate in Fall 2009. This contract will be executed upon award, with the work initially being limited to design phase involvement until the project is bid.

Each contract will be independent of the other, with the level of staffing, hours, and other contractual terms negotiated with each project's respective project manager.

The Consultant will act as Resident Engineer and will confer with the Construction Contractor in behalf of UDOT during the construction of the project. The Consultant will provide control over the project as described in the 2006 UDOT Construction Manual of Instruction. UDOT's Project Manager and Construction Oversight Engineer will exercise oversight control over the project. This will include periodic audits, budget control, process reviews, and other involvement as described in this RFQ or as needed.

The Consultant shall have administrative authority to enforce all contract provisions, specifications and plans, and perform engineering and inspection duties, material testing, and functions for UDOT as required under current UDOT and Federal Highway Administration (FHWA) construction policies and procedures.

The UDOT Construction Oversight Engineer has ultimate authority on all questions regarding the quality and acceptability of construction materials furnished, work performed, rate of work progress, interpretation of the construction contract documents, and the acceptable fulfillment of the construction contract. If during the construction phase of a project, there are instances where the requirements of the construction contract may be unclear or need further clarification, UDOT has final authority in interpreting and enforcing the contract.

The Consultant will monitor and check Contractor submissions and subcontractor agreements, prepare and justify change orders, process claims, review and update schedules, keep contract time, prepare overrun/underrun statements, provide informal meetings for claims, and keep complete and accurate documentation using accepted UDOT forms and procedures. The Consultant will obtain UDOT Project Manager and UDOT Construction Oversight Engineer approval prior to work for all change orders. The Consultant will obtain and process all Contractor payment requests through UDOT with the approval of the UDOT Construction Oversight Engineer and Project Manager. All direction of orders to the Contractor shall be documented in writing.

SCOPE OF WORK

WORK ACCEPTANCE

OVERVIEW: Perform all work under this Contract in accordance with the Standards,

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Specification, Manuals of Instruction, and Policies and Procedures established by UDOT. During the course of construction, the Consultant shall accept work on behalf of UDOT. However, Final Owner Acceptance will be granted by UDOT.

RESPONSIBILITY: Resident Engineer, Consultant

PERSONNEL

OVERVIEW: The Consultant's Construction Management Team must be led by a Licensed Professional Engineer who has experience with state and federal-aid Construction Engineering oversight and compliance. The Consultant team members will be experienced or have professional certification in their area of oversight responsibility (surveying, inspection, material testing, and project accounting).

RESPONSIBILITY: Resident Engineer, Consultant

PRECONSTRUCTION

OVERVIEW: The Consultant will review and be knowledgeable and accountable for content of the contract documents, specifications, plans, utility agreements, right of way contracts, and correspondence.

The Riverdale Road project is being delivered via the CMGC process, allowing the Contractor to be involved during the design phase of the project. In addition to construction engineering services, the contract for this project will require involvement prior to the construction phase so that the construction management personnel can become more familiar with the project issues and requirements. This may involve biweekly attendance of design meetings and courtesy reviews of plan packages. The Consultant is encouraged to make suggestions during the design phase to benefit the construction management effort of the project. In addition to this participation, the Consultant will need to perform CE services for early action items that may precede the major construction effort. These may include but are not limited to surcharge placement, utility relocations, clearing and grubbing, removals, elements of bridge construction, and signal installations.

The I-15 project will be bid as a P+T project in Fall 2007. The design phase of this project is essentially complete and so the contract for this project does not include any involvement during design.

The Syracuse Road project is a design-bid-build project in which the design phase is in progress. During the design phase, the Consultant will be expected to attend occasional project meetings such as Scoping, Plan-in-hand, Utility Field Reviews, PS&E, and others along with performing courtesy reviews of plans and specifications. This is intended to provide an opportunity for valuable feedback during design phase and increase the consultant's knowledge of the project.

After the design phase of each project, the Consultant will coordinate, schedule, and

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conduct:

- Pre-bid field visits to the project site as requested by potential bidders.
- Preconstruction meeting with the Contractor, subcontractors, UDOT District Engineer, UDOT Region Materials Engineer, UDOT Region Contracts Specialist, UDOT Project Manager, UDOT Construction Oversight Engineer, Project Public Involvement Coordinator, City officials, and Utility company representatives. Provide minutes of the Preconstruction Conference to all attendees.

RESPONSIBILITY: Resident Engineer, Consultant

CONSTRUCTION

OVERVIEW: The Consultant will provide qualified personnel for engineering, surveying, inspection, material testing, and accounting.

Inspection:

Inspection activities include documenting and ensuring compliance with the contract requirements as directed in the 2006 UDOT Construction Manual of Instruction and the current edition of the UDOT Inspection Manual. These activities include documenting and ensuring compliance of the project construction methods and materials, public and worker safety, labor, EEO, DBE, environmental and pollution control, right of way, and utility/railroad relocation activities. The Consultant's Inspection Team will be led by a Licensed Professional Engineer who has experience with state project oversight and compliance.

The Consultant will provide current, thorough, and complete documentation. A qualified inspector will actively inspect all of the Contractor's work. At least one qualified inspector will be physically present on the job site at all times during significant construction activities. The inspector will not knowingly accept work for payment that does not meet plans and specifications.

The Consultant and the Consultant's on-site inspector will monitor the Contractor's work so that lines and grades meet the plan lines and grades within allowable limits specified.

The Consultant's Resident Engineer will be responsible for overseeing compliance of daily records and time charges. The Consultant shall review and comment on the initial and updated construction schedules provided by the Contractor to help ensure timely completion of the work. Any contract time suspensions will be documented by memorandum to UDOT.

UDOT's Project Manager/ Construction Oversight Engineer must be notified of any and all change orders and overruns. UDOT must also give written authorization to the Consultant Resident Engineer before any such change order is executed. All change orders are to be prepared and executed according to UDOT Policy & Procedures and Specifications, using

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the guidelines of the 2006 UDOT Construction Manual of Instruction.

The Consultant will prepare progress and final payments in the format provided by UDOT. Payment will be made in accordance with contract documents and specifications.

The Consultant will be liable for negligent or fraudulent action, inaction, or negligent direction resulting in a claim. Consultant will document in writing all direction of orders to the Contractor.

Surveying:

The Consultant will verify the Contractor's construction surveying, staking, and calculations essential to complete and properly control the entire work. This may require that the Consultant performs survey work for proper verification or dispute resolution.

Consultant is responsible for overseeing the survey and control of the work and for directing correction of contractor errors whenever they are found.

Traffic Control:

The Consultant will protect the safety of workers and the traveling public by assuring the Contractor's traffic control follows MUTCD and UDOT policies. This includes reviewing the traffic control plans for compliance with UDOT standards. The Consultant will assure the Contractor: adheres to all safety and health laws and ordinances and obtains any necessary permits. The Consultant will forward to the UDOT Public Involvement Coordinator any complaints concerning the project.

The Contractor's traffic control plans and any changes to these plans must be submitted and approved by the Consultant and UDOT's Project Manager/Construction Oversight Engineer. The Consultant shall provide a qualified, Utah-licensed professional engineer to perform reviews of the Contractor's traffic control plans. This engineer must have valuable related experience and adequate knowledge of construction traffic control practices, construction work zone traffic safety, the MUTCD, and UDOT traffic control standards. This person can have other responsibilities under the contract.

Accident Prevention:

The Consultant will make sure that the Contractors Accident Prevention Plan meets all requirements in the contract including but not limited to OSHA regulations and UDOT requirements.

Materials:

The scope of this contract is to provide a field laboratory, all materials, equipment and labor necessary to complete field, laboratory testing, and reporting of materials for this construction project. The Consultant's Materials Testing Team will be led by an individual who has experience with state and federal-aid oversight and compliance. Major items of work include but are not limited to testing for sub-grade, granular borrow, untreated base

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course, hot mix asphalt (HMA), Portland Cement Concrete Pavement, and structural concrete.

The testing methods and frequency will be in accordance with the UDOT Materials Minimum Sampling and Testing Requirements found on the UDOT Web Site (<http://www.udot.utah.gov/main/f?p=100:pg:12815219695554717000:::1:T,V:642,>) using UDOT format. For the duration of the contract, the laboratory must be AASHTO accredited (AMRL certified) and UDOT qualified and all personnel must be UDOT TTQP certified in the tests being performed. All tests will be performed according to applicable UDOT and AASHTO procedures.

The work is directed by the Consultant Resident Engineer, with oversight by the UDOT Construction Oversight Engineer. The Consultant will provide test results to the UDOT Construction Oversight Engineer within 24 to 48 hours of placement, with time dependent upon the material requirements. The Consultant will prepare and provide all documentation associated with a given item including all calculations for pay reductions and incentives/disincentives.

No material shall be incorporated in the project, or paid for, without certification or testing that assures materials meet UDOT specifications. The consultant will collect material Certificates of Compliance and assure adequate materials certificates are collected for materials placed.

Specification/Technical Assistance:

The Consultant Project Engineer will contact the UDOT Construction Oversight Engineer for interpretation, clarification or any technical questions concerning the construction project.

Documentation:

Project filing, documentation, monthly progress reports, progress payments, change orders, and final payment will be done according to UDOT Policy and Procedures, and Manuals of Instruction. Forms and guidelines are contained in 2006 UDOT Construction Manual of Instruction,

The Consultant will keep all notations in black ink in diaries or an acceptable alternate for survey checks and pay quantities will be documented daily in iPAQ's or computers in UDOT's PDBS system. Pay quantities will be measured and initialed for payment in PDBS daily. The Consultant shall furnish the iPAQ's and any other equipment needed to meet the contract requirements.

Project Accounting:

The project accounting will be done under UDOT's accounting process. The Consultant must have UDOT Project Account training and PDBS training. The Consultant must have compatible computer equipment and software programs. The Consultant must stay current

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in documenting pay quantities. The monthly (or semi monthly) estimate will be submitted to UDOT and the Contractor for review and acceptance of paid quantities before payment. Estimates will be submitted to UDOT Construction Oversight Engineer within one week of the estimate closing Saturday.

It is the Consultant's responsibility to keep UDOT informed of project overruns.

Utilities:

The Consultant will administer the coordination and relocation of utilities in accordance with the requirements of the 2006 UDOT Construction Manual of Instruction. This coordination will include inviting the utility companies to the preconstruction conference, and being familiar with the required utility facility relocation plans and the terms of the corresponding Utility Reimbursement Agreements. Maintain separate files for the individual utility companies.

The Consultant will inspect work performed by the utility companies for compliance with the individual agreements and the Manual for the Accommodation of Utilities and the Control and Protection of State Highway Rights of Way. For those companies whose relocation costs require reimbursement by UDOT, the Consultant will maintain daily Force Account Records of all work performed by the utility companies. Monitor and document utility relocation schedules and progress to allow evaluation and determination of impacts to the project schedule.

Inspect, test, accept and document for payment any utility installation or relocation work performed by the Contractor as required by the project specifications.

Project Meetings:

The Consultant will hold weekly coordination meetings with the Contractor's Construction Superintendent (Foreman), and update the schedule for the following week's work. Survey, material testing, business access impacts, utility relocation work, inspection and traffic control coordination must be established in advance. The Consultant shall take minutes of the meeting for distribution. The Consultant will invite UDOT, the project Public Involvement Coordinator, and utility company representatives to all Project meetings.

RESPONSIBILITY: Resident Engineer, Consultant

PROJECT FINALIZATION:

OVERVIEW: Upon substantial completion of the project, the Consultant will conduct, coordinate and notify in writing all interested parties to attend a final inspection. The attendees will include the UDOT Construction Oversight Engineer, the UDOT Project Manager, the Contractor, Subcontractors, and affected Utilities. Minutes of the Final Inspection will be provided to all attendees.

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A punch list will be generated by the final inspection and the Consultant and Contractor will agree on the time needed to complete the punch list. Upon completion of all punch list items the Consultant in agreement with UDOT will accept the construction as complete. Within 30 days of 100% completion in the field, including the punch list items, the Consultant will provide final project documentation as required by UDOT and FHWA for final acceptance of the project. The Consultant shall verify the accuracy of the as-built plans prepared and certified by the Contractor, and provide a hardcopy and an electronic copy for UDOT's records at the end of the project.

A Post Construction Conference is required. This may not be held at the same time as the final inspection.

RESPONSIBILITY: Resident Engineer, Consultant

B. QC/QA Plan Requirements

- The Consultant will prepare, distribute, and implement a Quality Control/Quality Assurance Plan for each project. The Department has adopted new QC/QA standards and the consultant must meet or exceed these requirements. The Standard may be found on the UDOT Web site udot.utah.gov under "Doing Business > Consultant and Designer Resources > Quality Control/Quality Assurance" or udot.utah.gov/index.php/m=c/tid=650.
- Document Control: All documents will be maintained in both an electronic and hard copy form. Each document will have a uniquely specific location in both electronic and hard copy formats.

C. Department Furnished Items

- UDOT Standards, Policies, and Reference Materials (available online at the UDOT Web site udot.utah.gov under "Doing Business > Standards, Policies, and Reference Materials" or udot.utah.gov/index.php?m=c&tid=77)
- UDOT Consultant Services Manual of Instruction (available online at the UDOT Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Manuals" or udot.utah.gov/index.php?m=c&tid=615)